

MISSOURI

EDUCATOR/MILITARY

CAREER AWARENESS PROJECT

ADVISORY COMMITTEE

RECOMMENDATIONS

REGARDING RECRUITING

IN

MISSOURI PUBLIC SCHOOLS

RECOMMENDATIONS

I. ANNUAL/ INITIAL MEETING

It is recommended that an annual meeting be conducted between the school and the service representatives during which a clear understanding will be developed about policies and procedures, such as those mentioned in expectations, by which both school staff and recruiting personnel will be operating for the coming year.

- Ideally, faculty representatives will include the principal and the head of the guidance department or the school counselor with primary responsibility for military career information.

The recruiter will be provided information by the school that will include such items as the school handbook, course catalog, a calendar of activities and any other information that will allow the recruiter to establish a schedule of visits with the school.

- Each Service's recruiting representative with supervisor/liaison authority and the designated recruiter for that school will be encouraged to attend.
- Recruiting representatives will be expected to provide the name, address and telephone number of their respective commanding officer to facilitate quick resolution of misunderstandings.
- During this annual meeting, the attendees will establish a school contact person, usually, but not necessarily the counselor, and establish procedures that will govern school visitations and recruiting activity.
- Upon request, schools will provide directory information in accordance with state and federal laws and policies of the local board of education. (Any parent or guardian of a student, or any student 18 years of age or older may request that all or part of the directory information be withheld. All such requests must be made in writing.)

Note: A meeting of similar content is suggested anytime that a change of recruiter occurs.

II. EXPECTATIONS

It is suggested that the following expectations be discussed and an understanding reached as to the responsibilities of both parties for each of them.

- Schools will allocate recruiters time and opportunity for group presentations and individual student contact for the purpose of providing information about Armed Services

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careers and educational opportunities. This time allotment should be on a par with other career and educational institutions

- Schools will display information on Armed Services careers and educational opportunities along with the information on all other career and education opportunities
- Recruiters will assist in developing awareness of career and educational opportunities offered by the Armed Services and assist students in making appropriate occupational choices in regard to the Armed Services by reinforcing student participation in academic, technological and vocational courses appropriate to their career plans. The recruiter will stay abreast of the constantly changing opportunities offered by his/her branch of the Service and will strive for accuracy in and student understanding of all presentations of these opportunities.
- Schools will invite recruiters to participate in career fairs, college nights and other activities where other non-school personnel present career educational options.
- The recruiter will provide and maintain up-to-date training, educational and career materials pertaining to his/her service for the guidance offices.
- The recruiter will encourage all students to stay in school to graduate. The recruiter will consistently and firmly support the “stay in school” policy of the military services with students, parents, and the general public.
- The recruiter will encourage acceptance by the schools of the ASVAB program. The recruiter recognizes that ASVAB testing is for the benefit of the individual student as well as the military and that no active recruiting is allowed during testing sessions. The recruiter will, therefore, prepare for and carry out all testing duties assigned in a prompt, serious, and thoughtful manner and will assist with the interpretation of Armed Services Vocational Aptitude Battery (ASVAB) test scores as requested by students and parents;
- The recruiter will contact students within the recommendations established by school officials. He/she will neither suggest nor ask a student to be absent from school for any military reason or recruiting procedure, nor condone such an absence, without prior approval from the principal.
- The recruiter will present clear, accurate, and complete information to students; giving honest, accurate, and forthright answers on both positive and negative aspects of military life so that students may make informed choices. The recruiter will never knowingly or purposely misinform a student or prospective recruit regarding military services – the training, educational and career opportunities, bonuses or other incentives, contract provisions (training program, duty station, assignment, length of service, etc.) and/or obligations to be assumed should the student enlist.
- The school will inform students about the use of information students provide to recruiters, including test data, in accordance with the Family Rights to Privacy Act and

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other federal and state statutes. The recruiter will obtain written permission from a student 18 years or older, or from the parents of a student under 18 years of age, prior to requesting any school records other than directory information needed for enlistment purposes. The school will only release student directory information in accordance with legislative policies. The recruiter will request such information when needed, never demand it.

- The recruiter will visit the school in accordance with recommendations established at the annual planning meeting. The recruiter will familiarize himself/herself with the local board policies regarding school visitations by military personnel, the rules and regulations established to administer them, and will endeavor to follow the intent as well as the letter of those rules and regulations.
- The recruiter will make appointments in advance for visits to school officials. He/she will visit a school only by appointment through, or on a prearranged schedule approved by, the principal or the principal's designee. The recruiter will check in at the office designated by the principal or principal's designee. If unable to keep the appointment or schedule, the recruiter will notify that school official in a timely manner.
- If a misunderstanding should occur between any school staff member and the recruiter, the recruiter will take the initiative to resolve it utilizing the "Complaint Procedure" developed by the Advisory Committee of the Educator/-Military Career Awareness Project.
- The recruiter's educational support for the building principal, counselor(s), and teachers will always be positive in any communication with students or parents of students.
- If a student confirms that he/she is not interested in military service, the recruiter will not persist with further recruiting calls or contacts, but will only make clear how the student can contact him/her thereafter, if the student later wishes to learn more about service options.
- The recruiter and/or school personnel will not belittle by any action any other Service in the presence of students or parents.
- The recruiter will promote and maintain friendly, but always professional relationships with students and school staff members.
- The recruiter recognizes that the building principal is responsible for all that happens, or fails to happen, within the school building, just as the military commander is responsible for his unit. The school staff works directly for and with the principal in the interest of students. As a guest in the building, the recruiter's efforts, likewise, will be in the interest of the students.
- The recruiter will not enlist a student for a period of time requiring his/her entry upon active duty prior to that student's scheduled graduation date except under the split

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training option of the National Guard or Reserve Components that will allow the recruit to take Basic Training in the summer between his/her junior and senior years. (*Basic Training is “active duty for training” for nine weeks, but is scheduled so as not to interfere with the regular school term of either the junior or senior year.)

III. RESOLUTION OF PROBLEMS

In the event that a problem should arise concerning recruiting, the counselor and/or principal, or the recruiter is requested to follow the procedure listed below. If local resolution is unsuccessful, it is suggested that contact at the next level be initiated and an attempt to resolve the problem at that level be undertaken until all levels have been contacted or the problem is resolved. **The objective for all concerned is to satisfactorily resolve the problem at the lowest possible level.**

A. For counselor/school district problems with a recruiter:

- Contact the recruiter's immediate supervisor, the local recruiting station commander of the appropriate service.
 - Contact the District Commanding Officer of the appropriate service.
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B. For recruiter problems with a counselor/school district:

- Contact the counselor's immediate building/school district superior. This may be the director of guidance, high school principal, or superintendent of schools.
 - Contact the recruiter's District Commander
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C. In all cases the following information needs to be available when moving to the next level:

- Date and nature of problem (Denial of access/directory information, purported recruiter misconduct, etc)
- Those involved in problem: (Student(s), Recruiter(s), Counselor(s), or other individuals
- Attempt(s) at resolution.
- Reason(s) why attempts did not work
- Date of contact with next level (as appropriate)

On page 7, the reader will find contact information for the Commanders of Armed Forces Recruiting Districts in Missouri as well as a link for Listings of Missouri School Districts.

John Robbins, Supervisor, Guidance and Placement Services
Division of Career Education
Department of Elementary and Secondary Education
Project Liaison, Educator/Military Career Project Awareness Committee

For a listing of Missouri School Districts, go to: <http://www.dese.state.mo.us/directory/>

Recruiting District Commanders in Missouri

Eastern Missouri--

ARMY

Commanding Officer
U.S. Army Recruiting Battalion
Robert A. Young Federal Building
1222 Spruce Street
St. Louis, Mo. 63103-2816
(314) 331-4143/4138

NAVY

Commanding Officer
U.S. Navy Recruiting District
Robert A. Young Federal Building
1222 Spruce Street
St. Louis, Mo. 63103-2816
(314) 331-4300

MARINES

Commanding Officer
U.S. Marine Corps Recruiting Station
Robert A. Young Federal Building
1222 Spruce Street
St. Louis, Mo. 63103-2816
(314) 331-5696

AIR FORCE

Commanding Officer
345th U.S. Air Force Recruiting Squadron
901 South Drive, Bldg 700E
Scott Air Force Base, Illinois 62225-5103
(618)256-1067

Western Missouri—

ARMY

Commanding Officer
U.S. Army Recruiting Battalion
10300 NW Prairie View Road
Kansas City, Mo 64153-1350
(816) 891-7616/7838

NAVY

Commanding Officer
U.S. Navy Recruiting Command
10306 NW Prairie View Road
Kansas City, Mo 64153-8037
(816) 880-1100

MARINES

Commanding Officer
U.S. Marine Corps Recruiting Station
10302 NW Prairie View Road
Kansas City, Mo 64153-8037
(816) 891-0969

AIR FORCE

Commanding Officer
349 RCS-CC
7701 Second Street Suite 125C
Tinker AFB Oklahoma 73145-9110
(405) 734-3549

US Military Entrance Processing Commands (MEPCOM)

Eastern Missouri

Commanding Officer
Military Entrance Processing Station
Robert A. Young Federal Building
1222 Spruce Street
St. Louis, MO 63103-2816
Phone: (314) 331-4040
Fax: (314) 331-5699

Western Missouri

Commanding Officer
Military Entrance Processing Station
10316 NW Prairie View Road
Kansas City, MO 64153-1350
Phone: (816) 891-9490
Fax: (816) 891-8258

Missouri National Guard (Statewide)

Recruiting and Retention Manager
2302 Militia Drive
Jefferson City, Mo
(573) 638-9500
Or 888 GOGUARD

US Coast Guard

Recruiter in Charge
5445 Telegraph Rd., Ste 125
St. Louis, Mo 63129
Phone: (314) 845-0807
Fax: (314) 845-1805